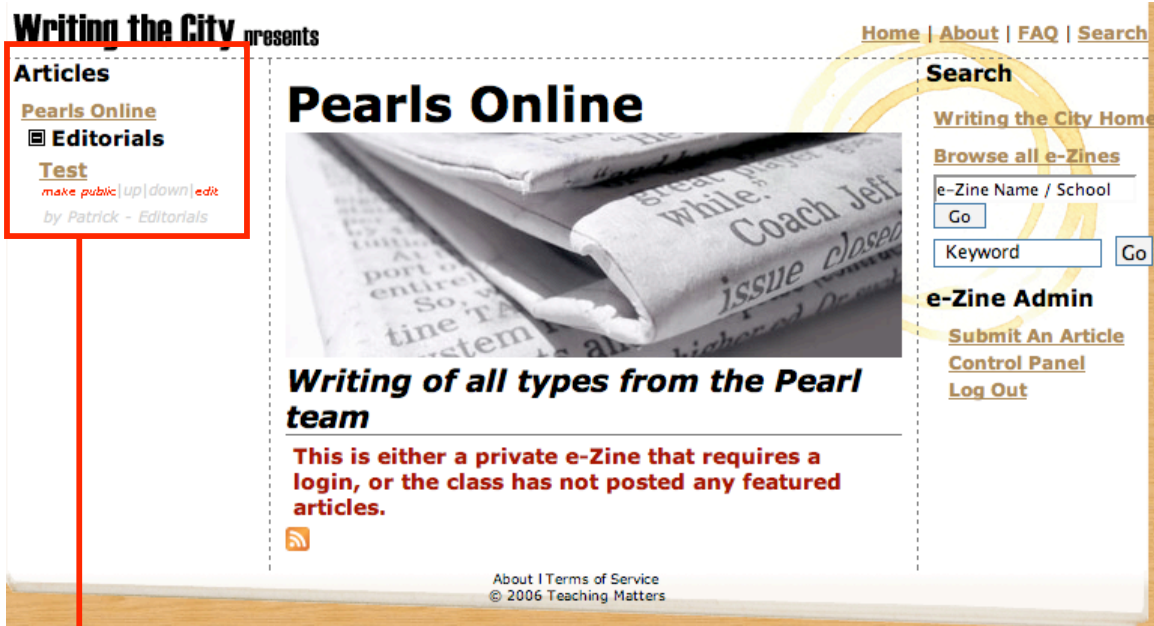


How to Manage Student Publications

When you have your site all set up, how do you go about handling student submissions? Again, it is remarkably simple to manage student writing on your site. Each time a student submits work, it automatically gets posted for the whole class to see; only those students who have the class password will be able to view that piece of writing. Here is what your screen will look like when a student has submitted an article.



Articles

Pearls Online

Editorials

Test

make public | up | down | edit

by Patrick - Editorials

Here you can see that the student's writing is marked as private because it says, "make public." When you make as student's writing public, you open it up to the world outside of your class. Please see below for further clarification.

- Also, you can move this student's work "up" or "down" in the list.
- You can "edit" a student's work.

When you hit “edit,” your screen turns into one similar to what the student saw when they submitted their article. You can edit their writing and resubmit it under their name if you need to.

Test

view **edit**

This article is currently private and only viewable to the class.

Article Title: *

Test

First Name: *

Patrick

Section: *

Editorials

Body: *

B **I** **U** [List Icons] [Link Icon] [Image Icon] [PDF Icon]

Here you will be asked to choose your username and password. Also, you must enter your class name and password, which the students will enter to access the site and submit their writing or read other student writing

At the end of the “edit” screen, you are asked to either make the article **public**, or make it a **feature**.

☐ **Make Public**
By default, articles are made private (only you and your class can view). Making an article Public allows anyone access to view the article.

☐ **Make Feature**
A feature is shown on your ezine home page. It is also submitted to the Teaching Matters Site for possible publication city-wide.

Preview **Submit** **Delete**

The choice is yours a teacher, but it is also your responsibility to check to make sure that only their student number appears on the article and no other identifying features are present.